

Devizes Canoe Club Volunteer Policy

Aim

To encourage club members, associates, and parents/guardians of our junior members to volunteer with the running of the club.

Policy

In line with our Policies and Action Plans, we encourage volunteers to participate in the operation of the Club. Club members, parents/guardians of junior members and other volunteers are all welcomed to assist with the running of the club. These are much appreciated and valued roles.

Volunteers are co-ordinated by the Club Volunteer Co-Ordinator, whose roles and responsibilities include the following:

- Act as the main contact for volunteers
- Recruit volunteers from within the membership and beyond in various roles including helpers for the everyday running of the club
- Ensure all volunteers are clear on their responsibilities, where appropriate using an induction process and the appropriate checklist and documents
- Liaise with volunteer organisations and British Canoeing to provide access to coach, official and volunteer opportunities for club members
- Ensure volunteers are training and supported appropriately including (with the secretary) vetted through the DBS, if working with children and vulnerable adults
- Encourage and promote all volunteering roles and opportunities within the club
- Ensure club volunteers are rewarded and appreciated with suitable acknowledgements

We assess our volunteers to ensure that their abilities and aptitudes meet the needs of the role and of our club members. The responsibilities of each role are explained and agreed with the volunteer.

Where required, our volunteers are DBS checked in compliance with British Canoeing recommendations.

Each volunteer is expected to abide by the Club Code of Conduct, Safety and Operating Policy and our other policies which are available on the Club website.

As our club grows, we shall have an increased need for support from volunteers and to this end we have a goal in our Action Plan to further develop the Club's volunteer population. We already benefit from voluntary assistance in administration, refreshments, junior training and coaching.

Our volunteers are insured against public liability through British Canoeing's insurance policy. Where reasonable expenses are incurred, these will be re-imbursed via the Club Treasurer. As a club we ensure that volunteers are represented at committee meetings. They are also able to liaise readily with the Volunteer Coordinator. As a club, we encourage the sharing of good practice and team work. This helps to instil confidence and commitment within the workforce which in turn serves to realise the aims and objectives of the club.

We strongly value the input of our volunteer workforce, without which the club will be unable to function effectively. Good work is regularly acknowledged through verbal praise and encouragement. Where appropriate the contributions of our volunteers will be recognised by submissions to local, regional and national volunteer recognition schemes and the input of our volunteers is formally recognised at our Annual General Meeting.